
POSITION TITLE:	Accounting Specialist II
DEPARTMENT:	Finance
FLSA STATUS:	Non-Exempt
SALARY GRADE:	E
REPRESENTATION:	None

GENERAL POSITION SUMMARY:

The Accounting Specialist II is responsible for a wide range of duties that support the work of the City as a whole, with specific attention to the needs of the Finance Department, including accounts payable, accounts receivable, payroll, franchise and right-of-way fee payments, and other general support as directed by the Finance Director.

ESSENTIAL JOB FUNCTIONS:

- Manage the accounts payable and account receivable processes, including creating and maintaining all vendor payment and receivable accounts; Review, enter, and pay vendors and bill customers; Review and enter receipts; Manage all on-line vendor accounts.
- Provides clerical and administrative support to the Finance Director, including review of general ledger journal entries; Record all deposits in a timely manner, including property tax and state shared revenues.
- Assist Finance Director in all aspect of the annual audit.
- Provide support to the Utility Specialist for daily utility billing functions, including cash receipting and payment arrangements for utility billing.
- Provide support to the Court Clerk for daily Municipal Court functions, including citation uploads, accepting pleas and payments, generating license suspensions and reinstatements, and other duties as required.
- Provide supervisory support to the Accounting Specialist I, including directing daily work and evaluating performance. Performs other duties as assigned.
- Manage the City's purchasing card program and all employee accounts; ensure access is granted and terminated in a timely manner for applicable employees.
- Process electronic payments for utility billing; Reconcile cash drawer and prepare daily deposits for Finance Director.
- Monitor bank accounts to ensure funds available meet the required thresholds for outstanding obligations; Manage ACH uploads for accounts payable and receivable.
- Receipt and monitor timely payments of franchise fees, right-of-way fees, and local fuel tax payments; follow up with businesses on delinquent payments.
- Manage the City's liens; update liens as required or directed.
- Process monthly payroll for both represented and non-represented employees; Ensure appropriate payroll policies are followed for both employee groups.
- Reconcile and prepare quarterly reports for all federal, state, and local taxes; Report and pay appropriate taxes in a timely manner.

- Order office supplies and manage contracts for all office equipment, including copy machine, mail machine, and printers.
- Perform other duties as required.
- Establish and maintain positive working relations with coworkers, citizens, the public, and other agency staff.

JOB SPECIFICATIONS:

Associates Degree required. Minimum four (4) years of accounting experience, including general bookkeeping and payroll processing. Any equivalent combination of experience and training which demonstrates the ability to perform the essential functions of the position may be considered.

Necessary Knowledge, Skills and Abilities:

- Excellent customer service skills and ability to effectively communicate on a one-on-one basis with public.
- Must be able to professionally handle angry and disgruntled customers.
- Considerable knowledge of general office procedure; working knowledge of legal language, statutes, ordinances, laws, and legal procedures,
- Ability to prioritize workload efficiently and effectively.
- Knowledge of office software, including word processing and spreadsheets.
- Experience with all aspects of Tyler Technologies Incode software preferred.
- Bilingual preferred.

Special Requirements/Licenses:

- Must be able to obtain and maintain Criminal Justice Information Systems (CJIS) security clearance.
- Possession of/ability to obtain Law Enforcement Data System (LEDS) certification.

SUPERVISION RECEIVED:

Works under the direction of the Finance Director.

SUPERVISORY RESPONSIBILITIES:

This position provides direction and evaluates the work of the Accounting Specialist I. This position does not have hiring/firing authority but will assist the Finance Director with decisions related to hiring/firing.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Frequently required to sit/stand and talk/listen.

- Required to walk up and down stairs or sit long periods of time and must have the hearing and speaking ability to conduct formal presentations.
- Over 50% of the work period involves the ability to reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls and must have sufficient hand eye coordination to operate common business equipment.
- Occasionally lift and/or move up to 25 pounds. Reaching, bending, stretching and handling objects as required to file.
- Specific vision abilities required; includes close vision and ability to adjust focus.

TOOLS AND EQUIPMENT USED:

General office computer/equipment including, but not limited it, keyboard, computer software, 10-key calculator, document scanning program, copier, fax machine, calculator, and telephone.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting in well-lighted, temperature-controlled office environment.
- The noise level in the work environment is usually quiet with frequent interruptions. Customer contact is high. These interactions may reach moderate noise levels.

This description covers the most significant essential & auxiliary duties performed but does not include occasional work which may be similar, related, or logical assignment to the position.

Tyler Deems
Deputy City Manager

Adopted: 07/22/2022

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee

Date